

North Carolina Agriculture Cost Share Program Review Summary  
(March, 2015)

County	<u>Haywood</u>	Date of Previous Review/Report	<u>2006</u>
District Staff Name(s)	<u>D. Vanhook</u>	Date	<u>March 30<sup>th</sup> &amp; 31<sup>st</sup> , 2015</u>
NRCS Staff Name(s)	<u>J. Ottinger</u>		
Division Representative(s)	<u>K. Hedgepeth</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	The second Tuesday at 9am. They typically hold board meetings year-round.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The meeting notice is posted in the office and the building common area. It is emailed to the newspaper.		X			

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When do you develop a conservation plan for a potential applicant?				X	When a person applies for cost share or requests conservation plan assistance.		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	Staff does an on site visit to assess all resource concerns.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application decisions/motions recorded in the board minutes?				X	Yes		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	All applicants are recorded on the spreadsheet. If the district does any incentive BMPs they will use the incentive self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	All applicants are recorded on the spreadsheet. If the district does any incentive BMPs they will use the incentive self-certification form.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	Staff know the producers in the county and know who are farming together.		X			

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Once applications are approved, how do you develop a contract?	X				Board approves ranking for applications. Then applications are ranked, the applications above a certain rank can be funded. Any applications that are below the level set would wait to the second batch. Then once applications are approved the staff will develop a contract. Sometimes at the end of the year the staff go ahead and develop contracts for potential board approval. The division commends the district for batching with ensures the contracts with the greatest water quality benefit are funded.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	When the applicant signs the contract, the staff meets with them in person. They review the contract language and they are notified they can not begin work until final approval. Staff documents it in the field notes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The staff calls the applicant and lets them know they can begin.		X			
What information do you provide the applicant?				X	The applicant receives a conservation plan folder with all job sheets, conservation plan and a copy of the contract.		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract decisions/motions recorded in the board minutes?				X	Yes		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting and discussion but then it is treated like any other contract.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				Staff does a pre-construction meeting with applicant, then staff checks the work as it is being completed. Depending on the BMP, they may be present through the entire installation. The division commends the support and construction oversight the district staff provides during the installation of BMPs.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	This information is on the master spreadsheet. Staff reviews everything each July and provides updates to the board.		X			
Is the district recording 6-month extensions in the board minutes?				X	Yes,6-month extensions are voted on and noted in the board minutes.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	The staff marks on as built copy or original job sheet to note the BMP was inspected. Staff also uses field books. If it is engineering, the as built is put in the file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, The staff marks on as built copy or original job sheet to note the BMP was inspected. Staff also uses field books. If it is engineering, the as built is put in the file.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, and a copy is kept in the file.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	The board votes to request an extension, then a letter is sent to the state from the board requesting an extension. If need they come before the commission.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	If there are multiple they do all RFPs as one action item. This is noted in the board minutes.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										


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Who participates in annual spot checks? When are they conducted?				X	Staff and at least one supervisor, DC and department head review the spot checks. Typically in the spring, most years are in May.		X			
How does the district select which contracts to spot check?				X	The staff goes through master spreadsheet and find the number of active contracts. Then they use random number generator to select numbers to spotcheck.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				X	If they are not selected, these contracts are pulled for spotchecks.		X			
How does the district review five percent of all waste utilization plans?				X	They review those at the same time as they do the spotcheck for the farm.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Staff emails the area office when this is needed.		X			



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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	They have not had a non-compliance issue. If they do have an issue the staff is aware of the compliance policy and will follow the policy.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	It has not compliance issues, but would notify the board at the next board meeting.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	They have not had a non-compliance issue. If they do have an issue the staff is aware of the compliance policy and will follow the policy.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	They have not had a non-compliance issue. If they do have an issue the staff is aware of the compliance policy and will follow the policy.		X			
Is the district notifying the division of non-compliance and resolutions?				X	They have not had a non-compliance issue. If they do have an issue the staff is aware of the compliance policy and will follow the policy.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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How does the district track BMP funds?				X	The office uses a spreadsheet.		X			
How does the district use the division on-line (website) reports?				X	Yes		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	They use the audit traking form, it is done every year with the strategy plan. Duane completes the audit, the board reviews and approves the audit in a board meeting.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?		X			The district receives the funds and then reimburses the county. They have their own checking account. The last audit was performed by the board 8/11/14. The division recommends the district review <a href="http://www.ncagr.gov/SWC/professional_development/documents/LGBFCA_Millonzi_Aug2012.pdf">http://www.ncagr.gov/SWC/professional_development/documents/LGBFCA_Millonzi_Aug2012.pdf</a> and ensure they are meeting all the state law requirements for audits and bonds.	X		The District Finance Officer is now bonded.	6/9/2015	Plan of action accepted. 6/16/15
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Duane Vanhook and potentially the Regional Engineer Position if refilled.		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The district receives the funds and keeps them in a sparate account. They have their own checking account. The last audit was performed by the board 8/11/14.		X			






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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The district receives the funds and keeps them in a sparate account. They have their own checking account. The last audit was performed by the board 8/11/14.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	Staff is tracking and noting on the time tracking form.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes, a copy is kept in the office.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	They are done every year at a board meeting. This year it was done in December. The district suggests a date line be added to the form.		X			


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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number:44-2006-016 Applicant Name:Carlyle Ferguson BMP: Well & Watering Tank 				X	BMPs in place, no concerns.		X			

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Contract Number:44-2007-001 (44-2010-003S) Applicant Name:James Ferguson BMP:Heavy Use Area/ Livestock Feeding Area 				X	BMPs in place, no concerns.		X			



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Contract Number:44-2007-008 Applicant Name:James Ferguson BMP:Stock Trail 				X	BMP in place, no concerns.		X			

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Contract Number:44-2008-001 Applicant Name:Ralph Ross BMP:Waste Application Equipment 				X	Spreader in place. No concerns.		X			
Contract Number:44-2008-002 (44-2009-004S) Applicant Name:Ralph Ross BMP:Waste Storage Pond				X	BMP in place. No concerns.		X			



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Contract Number:44-2009-006 Applicant Name:James Ferguson BMP:Well 				X	Well in place. No concerns.		X			


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Contract Number:44-2009-026 Applicant Name:Roy Ross BMP:Streambank and Shoreline Protection 				X	BMP in place, looked good.		X			
Contract Number:44-2009-033 Applicant Name:James Ferguson BMP:Pasture Renovation				X	BMP in place, looked good.		X			







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Contract Number:44-2010-501 Applicant Name:Haywood SWCD BMP:Backyard Raingarden 			X		The entire contract file was missing from the district office. The division provided a copy of information we had. The district should reconstruct the file as best as possible and ensure the BMP is spotchecked during the regular district spotchecks.		X	The original file has been located by staff.	6/9/2015	Plan of action accepted. 6/16/15



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Contract Number:44-2011-003 Applicant Name:Lambert Milton BMP:Ag Road Repair & Heave Use Area  				X	BMP looks good and is well maintained.		X			

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Contract Number:44-2011-012 (44-2012-004S) Applicant Name: James Ferguson BMP:Livestock Exclusion & Sediment Control Basin 				X	BMPs in place. No concerns		X			

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Contract Number:44-2012-006 (44-2013-001S) Applicant Name:Ralph Ross BMP:Drystack/Retrofit 				X	BMP in place. No concerns		X			

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Contract Number:44-2012-801 Applicant Name:William Holbrook BMP:Irrigation Well 				X	BMP in place. No concerns		X			